

◆ PERSRU Newsletter ◆

Issue 01/98

December to March 1998

HRSIC GENERATED REPORTS

SDA II has the capability to generate many routine reports. The Source Data Automation II User Manual is currently being printed and is expected to reach the PERSRUs within the next month or so. This manual contains complete instructions for generating these reports in Chapter 17, section A. Once this manual has been distributed, the following reports can be generated locally and will no longer be provided by HRSIC:

HRSIC Report

Members Past Scheduled Reporting Date

(Members due to report in PCS but have no reporting 8c that has processed)

Reserve EOE Report

(Reserves that have passed their EOE with no separation or retention transactions processed)

Dependents Reaching 23 Report

(Dependents at age 21 or 22 that are still being claimed as a dependent)

Extension/Re-extension Verification Report

(Members who have previously agreed to extend via P154/159

who are scheduled or overdue for a P198/P199)

SDA II Equivalent

Pending Incoming PCS Transfer Report

Expiration of Enlistment Report

Dependents Reaching 21 Report

Extension/Re-extension Verification Report

These reports should be run bi-weekly to ensure timely data input at the PERSRU level.

CUTOFFS - TIMING MAKES A DIFFERENCE

To illustrate how the cutoff factor can affect someone's pay. Compare these two scenarios:



Move out of government housing and buy a new home on...

and the PERSRU submits the appropriate transaction to HRSIC by...

with a cutoff for mid-month payday of...

then you will receive BAH on...

Case 1

5 Jan

5 Jan

5 Jan

15 Jan

Case 2

5 Jan

6 Jan

5 Jan

30 Jan

The fact that you didn't get your BAH in Case 2 until nearly four weeks after you were entitled to it shows how slow receipt and transaction transmittal can create a hardship for members. That's why everybody involved in the pay delivery system should understand how the system works and do their utmost to expedited submission of documentation and transaction transmittals.

Page In This Issue:

1	HRSIC GENERATED REPORTS
1	CUTOFFS
2	NEWS FROM SDAII
2	SENDING E-MAIL TO HRSIC/MAS
2	RETIRED PAY ACCOUNT AND SBP ELECTION WORKSHEET
3	E-MAIL REQUESTS INTENDED FOR THE PMIS TEAM
3	PERSRUS NOW RECEIVE RESERVE POINT STATEMENTS
4	TAD & PARTIAL BAS
4	ENLISTED PERFORMANCE EVALUATION FORM
4	HOW TO ACCESS THE TOPEKA COMPUTER (TOPTS) USING SWIII
5	BONUSES
6	REQUESTING TONO FOR SEPARATION ORDERS
7	COMPUTING FEDERAL TAX
7	QUICK NOTES
8	CONTRACT DOCUMENT CORRECTIONS
9	ACCESSIONS
9	RESERVE DOCUMENT SUBMISSION
10	CANCELLATION OF EXTENSION/RE-EXTENSION TO REENLIST

NEWS FROM SDAII

HRSIC is actively pursuing the centralization of the SDAII databases and conversion of the SDAII application to run with SWSIII. This is an interim step before completion of PJ2 (the Coast Guard's new pay and personnel system), the goals of this step are:

- Reducing the complexity of SDAII by eliminating the 49 download/upload processes and replacing them with a single process on the central database machine.
- Gaining better control over the timing and execution of a software version change in SDAII.
- Providing a means for HRSIC (MAS,SES) to look at all member records in SDAII.
- Eliminating the BTOS equipment and network from the PERSRU's before they become unsupportable.

The SDAII design changes and code conversion are in progress using the contractor that originally designed SDAII.

We expect contracting, procurement of software licenses and conversion of the code to be complete by August of 1998. This will allow us to begin conversion of HRSIC and some of the PERSRU sites already on SWSIII in October of 1998.

We will provide regular updates on SDAII centralization progress and expect to have the specific plan for when each PERSRU will be converted by early summer of 98.

Questions and/or comments can be directed to Jim Ventucci of the SDAII Team at (785) 357-3651.

CDR D. Hill (PJ2)

An authorized publication, the PERSRU Newsletter is published under the provisions of COMDTINST M5728.B (series) and the direction of the U.S. Coast Guard Human Resources Service & Information Center. Views and opinions expressed are not necessarily those of the Department of Transportation or the U.S. Coast Guard. The PERSRU Newsletter shall not be considered an authority for any official action and is non-record material. The PERSRU Newsletter is published quarterly. Articles are solicited from all readers. Address all correspondence to Editor, PERSRU Newsletter at the address shown below, or by e-mail to PUBS/HRSIC.

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TOPEKA, KS 66683-3591

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SENDING E-MAIL TO HRSIC/MAS

Some PERSRUs have migrated to SWIII and some haven't, and MAS is in the process of migrating. This has caused some confusion on how and where to send E-Mails to MAS.

Please use the following E-Mail addresses to get your E-Mail to HRSIC/MAS:

- SWII (you) to SWIII (us): MAS/HRSIC
- SWIII (you) to SWIII (us): HRSICMAS/HRSIC@MailLant.uscg.mil

Once MAS has completed it's migration to SWIII:

- PERSRUs using SWIII will see [HRSIC-MAS] in the recipients listed in the address book under HRSIC and can then simply click on that to send mail, or set up their private user lists with Mr. Hosman's name included.
- PERSRUs using SWII will continue to send E-Mail using MAS/HRSIC.

Return receipts are also a problem. The primary reason for this is that the many layers of routing your E-Mail has to travel through causes the return receipt "trail" to be lost.

Mr D. Hosman (MAS)

RETIRED PAY ACCOUNT AND SBP ELECTION WORKSHEET CG HRSIC-4700

HRSICINST M1000.2A, 3PM Manual, Appendix A, provides direction for completion of the CG HRSIC-4700 Form, which must be completed by all members awaiting retirement. The information provided on the form is used to establish a new retirees pay account.

The form is to be received at HRSIC (RAS) no later than 30 days prior to member's date of retirement. Frequently all we receive is a fax copy of the form. This requires follow-up with the unit and member to receive the signed original form. The original form is required for the member's declaration of survivor benefit program (SBP) election. It is a form which carries much weight in legal proceedings.

Request you ensure all members being processed for retirement, receive and complete, their CG HRSIC-4700 Form no later than 30 days prior to their date of retirement, or their departure on terminal leave.

CWO B. Abendschan (RAS)

E-MAIL REQUESTS INTENDED FOR THE PMIS TEAM

E-Mail has become a primary means of communication between Coast Guard units. Please follow these guidelines so we can handle your requests more efficiently:

- A. Send E-Mails requesting transaction submission to MAS/HRSIC on SWII (or MAS on SWIII) vice your individual auditor. Copying your auditor is OK. It is also good to carry on a working dialogue with your auditor via E-Mail when it does not concern transaction submission or requests for action.

Requests sent to "MAS/HRSIC" get entered on a tickler-file. We have such a high volume of E-Mail that messages sent to an individual are more prone to be lost or overlooked due to the fact that they are not tracked or logged.

- B. Only individuals designated as an official point of contact should send e-mail correspondence to MAS/HRSIC.

- C. Please use the following as a template for your requests:

Date: Feb 20, 1998 10:37 AM

From: CPO A Smith

To: MAS/HRSIC

Copies: Your.Auditor/HRSIC04 (Optional)

Blind CC:

Attach:

Subject: (08-10) FN John P. Jones 123 45 6789,
USCG

Please note that the subject contains the PERSRU's DD-RU and the name and SSN of the member.

Be as specific as possible within your e-mail as to what action needs to be taken.

Also realize that there are formats for other types of requests directed to other branches within MAS (i.e., special payments).

YN1 J. Herald (MAS)

PERSRUs NOW RECEIVE RESERVE POINT STATEMENTS

ALPERSRU F/98 announced that the PERSRU is now going to receive a copy of the Reserve Point Statement (CG-4175A). There are four reasons that we started mailing you these statements.

- ♦ The first is that the PDR Instruction COMDTINST M1080.10D states the 4175A is to be maintained in the PERSRU PDR.
- ♦ Secondly, we had been receiving phone calls wanting copies of the point statement so you could verify Reserve Good Conduct, and the Reserve Medal.
- ♦ Thirdly, if the Reserve member loses their point statement, they will be able to contact you for a copy.
- ♦ And lastly, if the Reserve member contacts you with questions about missing points, you will know what they are looking at and should be able to help them.

The point statements that you are receiving are for those Reserve members whose anniversary date is three (3) months past. As an example; the point statements that you receive at the end of February will be for reservists whose anniversary date was in November. The reason for the delay is to allow you to enter any late reported drills, active duty, or any other point related activity.

You will only receive a point statement for reservists assigned to the Selective Reserve. You will not receive point statements for those members assigned to the IRR. The reason we decided not to send the IRR members point statements is that not enough members are earning the minimum 50 points a year for retirement purposes.

The point statement is comprised of at least two (2) pages.

- ♦ The first page contains an itemized breakdown of the points earned for last anniversary year.
- ♦ The second and other pages list all other periods of service and the number of points earned.

If you have questions about the point statement, feel free to contact YN3 Hammann or YN1 Tyler at (785) 357-3540.

YN1 S. McDonald (CST)

TAD & PARTIAL BAS

Please do not submit a P625 to stop Partial BAS when a member departs TAD to an essential messing unit or submit a P607 to start Partial BAS when a member returns to their PDS and is receiving rations-in-kind (Partial BAS). The P620 will do it all for you. Here is what a P620 does behind the scenes:

ELEMENT CODE 01 (ENTITLEMENT WHILE TAD)

- A Essential Messing Unit (Enlisted only)
- B Non-Essential Messing Unit (Enlisted only)
- C Officer, not applicable

ELEMENT CODE 06 (ENTITLEMENT UPON RETURN)

- A BAS
- B Rations in Kind
- C SEPRATS

P620 AUTO STARTS

- Partial BAS
- SEPRATS
- Officer BAS

P620 AUTO STARTS

- BAS
- Partial BAS
- SEPRATS

YN1 J. Schneller (MAS)

ENLISTED PERFORMANCE EVALUATION FORM (CG-3788)

HRSIC (ADV) has recently received calls regarding the Enlisted Performance Evaluation Form (EPEF). The current edition of the EPEF is dated 4/93. Older versions should not be used. Units ordering new EPEFs should submit request via Standard Automated Requisitioning (STAR) through your Supply Department to Supply Center Baltimore. The ordering information is listed below:

Stock Number	Form No.	Title of Form
7530-01-GF3-0620	CG-3788A	EPEF - Non Rate
7530-01-GF3-0630	CG-3788B	EPEF - Petty Officer
7530-01-GF3-0640	CG-3788C	EPEF - Master, Senior Chief Petty Officer

Unit of issue is PG, each package contains 25 forms. the maximum order is four packages of each stock number. You may order four packages of Non Rate EPEFs and four packages of Petty Officer EPEFs on the same request. If more than four packages are needed use Advice Code 2L. Exceeding the maximum order will result in a delay or non-receipt of EPEFs unless you use the 2L Advice Code. If you have questions about ordering EPEFs, feel free to contact Item Manager C. Jacobs at (410) 762-6210 or SKCM Almond at (410) 762-6204.

YN2 R. Taylor



HOW TO ACCESS THE TOPEKA COMPUTER (TOPTS) USING SWIII

The Topeka Computer (TOPTS) is the primary system to use for Query functions. All users should access TOPTS rather than TSO. The following procedure will allow you to access TOPTS from SWIII

- 1 From the "PROGRAM MANAGER" screen, select "USER ACCESSORIES".
- 2 From the "USER ACCESSORIES" screen, select "TELNET".
- 3 If this is your first time, do the following, then go to step 5.
 - a Click on "TERMINAL" and then "PREFERENCES".
 - b Chose "LOCAL ECHO", "BLOCK CURSOR", and "VT-100/ANSI"
 - c Click on "FONTS. Select "FIXEDSYS" and "REGULAR".
 - d Click "OK" on your choices.
 - e Back in the "TELNET" screen, click on "CONNECT" and "REMOTE SYSTEM".
 - f In the space next to "HOST NAME", type in "10.53.19.220".
 - g Select "TELNET" (port) and "VT100" (term type), then click on "CONNECT".
- 4 If this is not your first time:
 - a Select "CONNECT" on the "TELENET" screen..
 - b Click on "10.53.19.220".
- 5 The screen will say "ENTER USERID"
Type your Logon-ID
- 6 The screen will say "ENTER PASSWORD"
Type your Password
- 7 The screen will say "ENTER ACCT NUMBER"
Type "K1B8..."
- 8 The screen will say "ENTER PROCEDURE NAME"
Type "TSOUSER"
- 9 The screen will say "LOGON IN PROGRESS".

Mr. R. Greve (SDM)

BONUSES

With all of the different bonuses that the Coast Guard has in place today it is easy to be confused. So, we would like to highlight some bonus particulars and some of the questions HRSIC (SES) is frequently asked.

Selective Reenlistment Bonus (SRB). The SRB program was designed to encourage the retention of individuals in critical ratings. The answer to most SRB questions can be found in Commandant Instruction 7220.33. ALDIST 226/97 has the SRB zones and multiples that are effective until 31 March 1998 and ALDIST 046/98 has the SRB zones and multiples that are effective 1 April 1998.

Selected Reserve Affiliation Bonus. This bonus is designed for Coast Guard members leaving Active Duty who affiliate with the Coast Guard selected reserve. ALDIST 021/98 contains the eligibility requirements and payment procedures. COMDTINST 7220.1A dated 05FEB98 has been updated to include SELRES Affiliation Bonus information. This bonus is payable to Coast Guard enlisted members currently serving on active duty or who have served in the active component of the Coast Guard who meet the following criteria:

- A. Are within their initial 8-year military service obligation (MSO).
- B. Agree to serve in the SELRES for the remainder of their initial MSO.
- C. Are under no other obligation to be a member of the Coast Guard SELRES.
- D. Are assigned to a vacant RPAL billet.

Selected Reserve (SELRES) Enlisted Bonus Program. This program provides a bonus for eligible personnel who reenlist or extend in the SELRES in ratings, billets, or units designated most critical. Commandant Instruction 7220.1A contains the eligibility requirements and payment information. Here are some highlights concerning the SELRES enlisted bonus program:

- A. The reenlistment or extension must be for 3 to 8 years.
- B. The member's total length of service must be less than 14 years at the time of normal expiration of service.
- C. Member must have not previously received a bonus for enlistment, reenlistment or extension in any reserve component.

Enlistment Bonus. This bonus is designed to help the Coast Guard attract qualifying personnel to critical ratings and help meet the Commandant's recruiting goals. This monetary bonus is for personnel who agree to enlist in the Coast Guard for at least 4 years active duty in a skill designated as critical. Commandant designates critical ratings based on ratings that are understaffed or are projected to be understaffed in the future. Commandant

Instruction 7220.40 and ALPERSRU 04/98 contains the eligibility requirements and payment/recoupment procedures. There are also some things to remember about the Enlistment Bonus program.

- A. A member may receive either the Coast Guard College Fund or the Enlistment Bonus Program, but not both.
- B. Receiving an Enlistment Bonus does not affect eligibility for educational benefits pursuant to the Montgomery GI Bill.
- C. SRB may not be paid for the same period of service for which an Enlistment Bonus is paid.

Some frequently asked bonus questions are:

Q1. Is the FS incentive bonus being canceled?

A1. Yes. Per ALDIST 045/98, effective 27 March 1998, the \$1,000.00 FS incentive bonus for FS "A" School graduates and strikers is canceled. Members who, as of 26 March 1998, have graduated from or are currently in FS "A" School, or who have advanced from the FS striker list are eligible for the bonus. Additionally, qualified members who submitted an FS "A" School request that was received at CGPC-EPM-2 by 26 March 1998 will be eligible to receive the bonus. Members whose FS "A" School requests are received after 26 March or who advance off the striker list after 26 March are not eligible to receive the bonus.

Q2. What extensions can be canceled without loss of SRB?

A2. Extensions of 2 years or less may be canceled prior to their Effective Start date provided the purpose of the extension was for one the following reasons (see enclosure (1), para. 3.d.(6), page 4, of COMDTINST 7220.33):

- a. Transfer
- b. Training
- c. Advancement
- d. Tuition assistance
- e. CFTRR

Q3. A member wants a lump sum payment of SRB, who approves the request?

A3. COMDT (G-WPM-1)

Q4. Can a bonus be paid off line?

A4. No. Bonuses are not considered regular pay and are not paid off line.

Q5. What is the difference between the SELRES and Affiliation bonuses?

A5. The SELRES bonus is designed to provide incentive for qualified members to reenlist in the SELRES and for prior service and first enlistments to enlist in the SELRES. The Affiliation bonus is in place to attract active duty members who have been RELAD or are being RELAD, into the SELRES.

Q6. Can a member who is in the IRR and has never served

BONUSES, continued

Continued from page 5

on active duty in the regular Coast Guard, receive the affiliation bonus if the member goes from the IRR to the SELRES?

A6. No. The Affiliation bonus is not payable to members who have never served in the regular Coast Guard. The affiliation bonus is to attract members into the SELRES who enlisted in the regular Coast Guard and have been or will be RELAD.

Q7. Does HRSIC have the authority to change reenlistment/extension contracts?

A7. Major contracts changes (i.e., date changes, reason code changes (item 9) on the CG-3301B, etc.) must be approved by CGPC. HRSIC has rejected SRB payment requests because members have been reenlisted or extended too early or too late. For example, a Zone A SRB eligible member was reenlisted on the day he had 6 years and 1 days active service. This made him ineligible for payment of Zone A SRB since he had completed more than 6 years active service on the date of his reenlistment. This member could have been reenlisted up to three months early and received the Zone A SRB.

YN1 R. Bolden



Requesting a TONO for Separation Orders

Exhibit 3-B-2, on page 3-B-12 of the Personnel and Pay Procedures Manual, HRSICINST M1000.2A (3PM), provides the format for requesting and canceling document numbers (TONOs) and accounting data for separation orders.

Please do a pen & ink change to Exhibit 3-B-2, of the 3PM.

1. Add bullet #9: SWII OR SWIII TONO Delivery E-mail address
2. Change ALL the E-mail addresses of 'SEPS/PPC' to 'CSTONO@HRSIC.USCG.MIL' for SWII or 'CSTONO' on SWIII.

Also, please include the E-mail address that you desire our reply to be sent to. This will help us when sending the info to SWIII equipped unit.

Due to your requests, we have added the option to send the Expedited Separations and a request for TONO on the 'same' E-mail. With the separation information on the top half of the E-mail and the request for TONO on the bottom half, the only rule to remember is, ensure that it is E-mailed to both 'SES@HRSIC.USCG.MIL' and 'CSTONO@HRSIC.USCG.MIL'. Remember to follow the Expedited Separation format as prescribed in the 3PM manual.

Many times we receive requests with missing data or data that is not needed. Occasionally the zip code, separation date, or MBR's SSN is omitted which are stoppers to our process. Here is an example of an 'ideal' TONO request. NOTE: The information in parenthesis is not required, it is listed only to show you what each numbered item below represents.

1. Name, Rank, & Social Security Number (JOHN I. SAILOR, SN, 123 45 6789)
2. Permanent Duty Station Name & OPFAC (CG HRSIC 53-47400)
3. Date of Departure from Unit (98MAR01)
4. Date of Separation (98MAY01)
5. Type of Discharge (RELAD, EOE)
6. Separation Classification (Routine/Priority/Immediate)
7. Designation Address (444 SE QUINCY ST TOPEKA KS 66683-3591)
8. PERSRU Point of Contact: YN2 WANASAIL (785) 357-3540
9. SWII OR SWIII TONO Delivery E-mail address
example: PERSRU/ISCBOSTP5@MAILLANT.USCG.MIL or SNeely@D14.uscg.mil

YN1 L. Levindofske

COMPUTING FEDERAL TAX

The following charts show how federal tax withholding (FITW) is computed. It may be used in counseling your customers. The chart shows 1998 rates.

**MONTHLY
TAX WITHHOLDING TABLES DEC 97 (FOR WAGES PAID IN 1998)
SINGLE
(\$225.00 for each exemption)**

**IF THE AMOUNT OF
WAGES IS:**

**THE AMOUNT OF INCOME
TAX TO BE WITHHELD
SHALL BE:**

NOT OVER:	\$221.00	\$0	
OVER -	BUT NOT OVER -		OF EXCESS OVER
\$221.00	\$2,242.00	15%	- \$221.00
\$2,242.00	\$4,788.00	\$303.15 plus 28%	- \$2,242.00
\$4,788.00	\$10,804.00	\$1,016.03 plus 31%	- \$4,788.00
\$10,804.00	\$23,333.00	\$2,880.99 plus 36%	- \$10,804.00
\$23,333.00		\$7,391.43 plus 39.6%	- \$23,333.00

MARRIED

**IF THE AMOUNT OF
WAGES IS:**

**THE AMOUNT OF INCOME
TAX TO BE WITHHELD
SHALL BE:**

NOT OVER \$538.00		\$0	
OVER -	BUT NOT OVER -		OF EXCESS OVER
\$538.00	\$3,896.00	15%	- \$538.00
\$3,896.00	\$8,038.00	\$503.70 plus 28%	- \$3,896.00
\$8,038.00	\$13,363.00	\$1,663.46 plus 31%	- \$8,038.00
\$13,363.00	\$23,571.00	\$3,314.21 plus 36%	- \$13,363.00
\$23,571.00		\$6,989.09 plus 39.6%	- \$23,571.00

The percentage of FICA Tax is : .0765

Mr. D. Hosman (MAS)

QUICK NOTES

The correct address for mailing PDRs for individuals transferred to Headquarters its:

**Commanding Officer (PERSRU)
Coast Guard Headquarters Support Command
(A-1) Rm. B448
2100 Second St, SW
Washington, DC 20593-0001**

It is the Units responsibility to ensure that the member meets the necessary obligated service requirement for transfer. It is then up to the PERSRU to verify and process an extension or reenlistment based on the PCS Departure worksheet supplied by the Unit.

CONTRACT DOCUMENT CORRECTIONS

If an error is discovered on a contract type document (i.e., Enlistment, Reenlistment) please use the following procedure for correcting the document.

1. Corrections to Forms Prior to Distribution:

- a. If an error is discovered on a document at any time prior to distribution, the form must be corrected prior to electronic transmission in SDAII. If the form is not a PMIS/JUMPS document, the form may be corrected by lining through the incorrect entry, typing correct information in the block, and having the responsible official initial the correction.

- b. Corrections to Signed Contracts after Distribution:

- (1) The authority to approve corrections to statutory contracts such as the Enlistment/Reenlistment Document, Armed Forces of the United States (DD-4), Acceptance and Oath of Office (CG-9556), and the Agreement to Extend Enlistment (CG-3301B) rests with either CGPC or HRSIC depending on the field to be changed. A certified copy of the member's birth certificate, social security card, and a pen and ink corrected copy of the original document are to be included in the letter request. The chart below summarizes where to send requests for corrections by field:

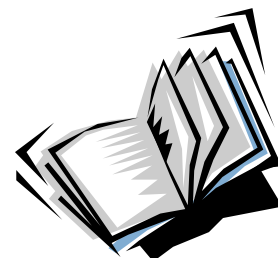
FIELDS ON STATUTORY CONTRACTS	APPROVING COMMAND	
	CGPC (adm-3)/(rpm)	HRSIC (mas)
Date Entered Current Active Duty	X	
Date of Enlistment	X	
Place of Enlistment	X	
Term	X	
Grade/Rate	X	
Previous Mil Svc Upon Enl/REENLIST	X	
Reason for Ext/Reextension (CG-3301B)	X	
All other fields		X

- (2) Statutory contracts are not entered directly into the PMIS/JUMPS database. Requests for correction of the associated PMIS/JUMPS document (i.e. L61A, L62C, L65A, or L67A action codes P154/P159) are to be submitted to HRSIC (mas) when supported by a signed statutory contract or once approved by the CGPC (if applicable). The chart below shows the associated PMIS/JUMPS documents that are used to input contracts:

Contract Name/Form Number	PMIS/JUMPS Transaction	PMIS Form Number
Acceptance and Oath of Office (CG-9556)	L65A	CG-4916
Enlistment/Reenlistment Document, Armed Forces of the United States (DD-4)	L61A/ L62C	CG-3301/ CG-3301C
Agreement to Extend Enlistment (CG-3301B)	L67A	CG-3312A

2. (P154/P159) Deletions to Signed Contracts after Distribution:

- a. The authority to approve deletions to statutory contracts such as the Enlistment/Reenlistment Document, Armed Forces of the United States (DD-4), Acceptance and Oath of Office (CG-9556), and the Agreement to Extend Enlistment (CG-3301B) rests with the CGPC (adm-3) or (rpm). A copy of the original document are to be included in the letter request.
- b. Statutory Contracts are not entered directly into the PMIS/JUMPS database. Requests for deletion of the associated PMIS/JUMPS document (i.e. L61A, L62C, L65A, or L67A action codes P154/P159) are to be submitted to HRSIC (mas) when supported by a signed statutory contract or once approved by the CGPC (if applicable).



ACCESSIONS

An ACCESSION is the process of establishing a member in the PMIS/JUMPS database. It is very important to submit an accession correctly the first time to alleviate potential payment delays. Here are some of the top reasons for accession problems, please guard against them:

1. Members not discharged prior to being accessed.
Please check "Recents" to ensure a personnel action was submitted to discharge the member prior to submitting an enlistment contract or an Initial Active Duty Information Form. The P203 will show up as a P993 and the P214, for officer discharges, will show up as a P995 in recents.
2. Accession transactions are missing or submitted with incorrect information. Please scrutinize all accessions prior to transmitting and ensure an enlistment contract, reporting endorsement, tax information form, and a payment option election is completed for each accession. All of these transactions are necessary even if there wasn't a break in service.
3. The complete accessions package was not done which makes it impossible for the reporting PERSRU to access the member in SDAIL. In most cases, the departing PERSRU should input the discharge and then the reporting PERSRU should verify the discharge in recents and then complete the entire accession package.
4. Duplicate accessions are being submitted by the ISC and by field PERSRU's.

YN2 R. Rodriguez

RESERVE DOCUMENT SUBMISSION (R990/R991/R975)

Submitting transactions to report periods of reserve active duty can be a challenge. The following shows how transactions SHOULD be processed, based on common mistakes in the field. Follow this scheme and it should help you through the transaction submission process.

- A. Reservist enters active duty for a period of greater than 139 days:
 1. Submit a departing Endorsement on Orders with a Nature of Duty Code "R".
 2. Submit a reporting Endorsement on Orders with a Nature of Duty Code "R".
NOTE 1: Please recognize that the member is now on active duty and any subsequent transfers should have a Nature of Duty Code other than "I" or "R".
 3. Start appropriate pay & allowances as you would with any regular active duty member.
 4. When active duty is complete, submit a departing Endorsement on Orders with a Nature of Duty Code "6" (Separation). Members are usually processed as a RELAD, circumstances permitting.
- B. Reservist enters active duty for a period greater than 29 days and less than 140 days:
 1. Submit an R990 to reflect the dates on the orders. This will begin basic pay, BAQ, and messing allowances.
 2. Submit transactions to start any additional pay/allowances necessary that aren't paid on the R990.
 3. At the end of the Active duty period or when these dates change, whichever occurs first, do an R991 to reflect these dates. DO NOT correct the original R990.
NOTE 2: Please ensure element code 04 of the R991 matches the effective time and date of the original R990.
NOTE 3: R991's cannot be corrected or deleted. If you need to change these dates again due to orders being reextended or if a previous R991 was erroneous, submit a new R991 with a later effective date/time.
 4. On the last day of the Active Duty period, do an R975 to dispose of leave. If an R991 is completed on the same effective date, then the effective time should be later than that of the R991.
NOTE 4: a. Leave may be sold, used or carried forward when there are back-to-back continuous periods of active duty and the first set of orders are full-term with no break between them.
b. Leave must be sold, used or lost whenever a reservist completes active duty and there is a 24-hour break between active duty orders.
c. Leave must be used or carried forward when a reservist terminates one set of orders early to continue on a different set of orders.
NOTE 5: COUNT the leave days member earned while on active duty. Use the charts in 7-A-19 of the PERSMAN to help count days for months entered and separated. Remember to subtract any leave used from the total. Verify your amount with days earned in segment 62.
- C. Reservists enters active duty for a period less than 30 days:

RESERVE DOCUMENT SUBMISSION (R990/R991/R975), continued

Continued from page 9

1. Submit an R990 to reflect the dates of the orders.
2. If these dates change you can do a correction to the original R990 if the amended dates are still less than 30 days. Otherwise, go to step B.2. above (active duty greater than 29 days).
3. If leave was previously carried forward (i.e. this set of orders immediately follows a previous set with no break in service), then an R975 must be completed. See the NOTES 4 & 5 above for more info.

General Note:

1. A separate R990 must be submitted each time a member performs a period of authorized non-consecutive active duty with a 24 hour or longer break in service.
2. A separate R990 is necessary for each duty type on a set of orders; for example: 60 days ADSW-RC or ADT-OTD of which 12 days are accountable for ADT-AT. In this case, the R990 must be submitted for the first 12 days of duty ADT-AT, and another R990 must be submitted for the remainder of the active duty period as ADSW-RC or ADT-OTD.

YN1 J. Herald (MAS)

CANCELLATION OF EXTENSION/RE-EXTENSION TO REENLIST

Action Code P187 is used to cancel a voluntary extension/re-extension of enlistment previously reported on Personnel Action P154/P159. The effective date will be the day a voluntary extension or re-extension is cancelled. It must be before the extension/re-extension begins to run. If the P187 is being submitted to record cancellation of an extension/re-extension because the member is reenlisting or extending/re-extending for a greater period, the effective date will be the day prior to the effective date of the new L62C, P154, or P159 transaction.

Some common problems and their solutions are:

Identified Problem:

PERSRUs are inputting the P187 only and shutting down a member's pay.

Member cancels extension and reenlists; the reenlistment transaction cannot process in SDA II because the P187 transaction canceling the extension has not updated the SDA II data base with the changed expiration of enlistment date.

Identified Solution:

DO NOT transmit a P187 UNLESS you are transmitting the L62C/P154/P159 on the same transmittal/update.

This is not a problem with SDA II if you (the user) are producing the cancellation of extension (P187) in the reenlistment event. By producing the P187 in the reenlistment event, the system allows the user to reenlist a member with a reason of 'expiration of enlistment' (the PERSRU does not have to wait for an update to come back). If the cancellation of enlistment (P187) is done in the stand alone event, then the SDA II data base will not allow the PERSRU to reenlist a member for 'expiration of enlistment'. The stand alone event should not be used for a member who is canceling an extension to immediately reenlist. The reenlistment event should be used.